

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology
D/DCI/NIPE
General Counsel
Inspector General

SUBJECT : Use of the Executive Dining Room for *Special* Functions

REFERENCE : ☐ *"Operational Entertainment"*

1. Agency employees are encouraged to use the Executive Dining Room for official entertainment when operationally feasible. Arrangements and reservations may be made with the Executive Dining Room office located in Room 7 E 07 Headquarters, extension ☐ This office may also be utilized for making reservations and arrangements with other restaurants in the Washington area.

2. Entertainment of Government Employees

official
The expense for entertainment of Government employees exclusively is ordinarily not reimbursable. Agency officials may be reimbursed for such entertainment, however, when prior approval has been granted by the Director, Deputy Director, or Executive Director. *When* The arranging office shall inform the Executive Dining Room office *that* such approval has been obtained, which will *facilitate* reimbursement *for the more agency guests.*

b. Agency employees shall pay for their own luncheons when entertaining Government employees in the Exec. Dining Room but may be reimbursed for breakfast and dinner functions.

3. Entertainment of Extra-Government Personnel

Agency officials may be reimbursed for the official entertainment of non-Governmental employees without obtaining prior approval. The ~~XXXXX~~ host will be billed for the entire function and may request reimbursement in the normal manner from the Office of Finance. However, Agency employees shall be billed separately and directly for their own luncheons.

~~XX~~

4. The above policy pertains only to official entertainment in the Executive Dining Room. *Other operational entertainment and reimbursement thereof is covered in Chapter IX.*